

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: HOWARD COUNTY REGISTRAR/VITAL RECORDS COORDINATOR

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: COMOT-CLERICAL

DATE WRITTEN: 9/19/08

STATUS: Full-time

FLSA STATUS: Non-Exempt

DATE REVISED: 12/7/10

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under general supervision of the Administrator, both reporting to the Health Officer, plans, oversees, implements, and evaluates the programs, activities and services involved in performing Vital Records Division operations. The Howard County Registrar/Vital Records Supervisor uses independent judgment while making decisions that influence the aforementioned operations. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; the Registrar/Vital Records Supervisor is the Vital Records Division leader. The individual functioning in this position is an agent of the Howard County Health Officer.

DUTIES:

Assists the Health Officer and Administrator in formulating administrative and operational policies and procedures for the Vital Records Division.

Oversees basic operational functions and procedures of the Vital Records Division.

Plans and initiates effective Vital Records program activities; compiles required and special reports, and prepares recommendations on findings for administrative and Board of Health evaluation.

Applies effective and efficient methods and procedures for the maintenance of accurate and current Vital Records.

Conducts basic operational functions and procedures of Vital Records Division, such as:

Keying data into database software relative to the establishment of Birth Certificates, Death Certificates, adoptions, paternity affidavits, legitimizations, amendments, and corrections to the aforementioned. Also conducts genealogical searches.

Plans and initiates the previously identified Vital Records program activities, with and through the efforts of subordinate staff effectively using leadership and supervisory skills.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations while maintaining consistency among staff through all aspects of Vital Records processing.

Applies principles and techniques of Vital Records organizational administration; assists with budget development, supervision, training, and performance evaluations.

Supervises, trains, and coordinates the activities of any staff members working in the Vital Records function, whether regularly employed Vital Records division staff, or are cross-trained staff members, typically working in another division, filling-in due to absence or illness.

Provides Notary services for the entire department.

Reconciles all numbered certificates and receipt books, and performs all other bookkeeping duties for the Vital Records Division.

Evaluates divisional operating functions to assess efficiency methods. Uses effective and efficient methods and procedures for scheduling and assigning work flow for greatest efficiency.

Determines Vital Records divisional work procedures, prepares work schedules, and expedites work flow; assigns duties and examines work for quality and quantity.

Conducts divisional planning, scheduling, and assigning work of subordinates, preparing reports and maintaining records. May assist in writing grant proposals.

During consult with the Administrator, may initiate or recommend divisional personnel actions, such as promotions, transfers, discipline, and discharge.

Conducts interviews, assists in selection, and trains new personnel with approval of the Administrator.

Will advise or assist employees in performing divisional duties; conducts staff meetings to discuss operational problems or explain procedural changes; investigates, analyzes, and resolves personnel and operational problems or complaints.

Prepares and submits personal work timesheet according to county policy.

May keep time and personnel records, and may oversee preparation of payroll in the absence of the Administrator.

May recommend the purchase of equipment and order supplies with approval from the Administrator.

Is capable of using a computer to assist in all phases of accountability.

Communicates clearly and concisely, orally and in writing; and supervises, training, and evaluating subordinates.

Performs any and all other tasks as directed by the Administrator

SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to understand and apply knowledge of all related Vital Records issues.

Ability to understand and apply basic and complex business functions, such as: budgeting, evaluating, planning, organizing, motivating, and controlling.

Ability to use typing skills and a computer.

Ability to demonstrate effective leadership and supervision of subordinate staff.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide including the use of generally accepted bookkeeping practices.

RESPONSIBILITY: Overseeing and administrating the effective, consistent, and accurate operation of the Vital Records Division to maintain the most current records are available.

EDUCATION AND EXPERIENCE: Possession of a High School Diploma or G.E.D. with some college credits is the minimum standard, but must have extensive knowledge of Indiana Vital Records rules and requirements. Associate or Bachelor degree preferred with recommended two years work experience in the field of Vital Records.

PERSONAL WORK RELATIONSHIPS: Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES _____ NO _____

Applicant/Employee signature

Date